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EDUCATIONAL RULES

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MADRAS EDUCATIONAL RULES.

CHAPTER I.—INTRODUCTION.

Classification of Institutions.

Educational institutions are divided into two main classes—*public* and *private.*

Public institutions are colleges affiliated to or approved by the University and schools which because they impart secular instruction in conformity with the standards of efficiency and courses of study prescribed by the department have been recognized by it.

All other educational institutions are classed as private institutions and are classified as follows:—

(i) Advanced—teaching (*a*) Arabic or Persian, (*b*) Sanskrit, (*c*) any other oriental classic.

(ii) Elementary—teaching (*a*) a vernacular language only or mainly, (*b*) the Koran, (*c*) Sanskrit.

(iii) Other schools not conforming to departmental standards.

Public institutions are of two classes—(1) those under the management of Government or local boards or municipalities known as institutions under *public management*; and (2) those under the management of private persons or associations known as institutions under *private management.* Public institutions under private management are classified into aided and unaided according as they do or do not receive aid from public funds.

2. Public institutions are also classified according to the nature and grade of instruction imparted in them:—

- University education.
  - Arts ..
    - First-grade Colleges.
    - Second-grade Colleges.
  - Professional ..
    - Colleges of Law.
    - ,, of Medicine.
    - ,, of Engineering
    - ,, for training Teachers.
- School education.
  - General ..
    - Secondary
      - High.
      - Middle.
    - Elementary.
  - Special ..
    - Schools for training Teachers.
    - ,, of Art.
    - ,, of Law.
    - ,, of Medicine.
    - ,, of Engineering.
    - ,, of Industries.
    - ,, of Commerce.
    - Other special schools

Arts Colleges.

3. The classes in an Arts College depend upon the particular courses ol instruction among those laid down by the University which the College has been declared, by the Government, upon the recommendation of the University, to be qualified to undertake.

Professional Colleges.

4. Professional Colleges contain the following classes :—

(i) Law College—
- University classes.
- Pleader classes.
- Special classes.

(ii) Medical College—
- University classes.

(iii) College of Engineering—
- Engineer classes.
- Upper Subordinate classes.
- Lower Subordinate classes.
- Probationary Subordinate classes.

(iv) Training Colleges—
- University class.

Note.—The Medical College is under the control of the head of the Medical Department.

Schools for General Education.

5. Secondary schools are schools whose main object is to afford a higher general education. They may be subdivided into (1) High schools and (2) Middle schools.

(i) High schools may contain the following forms and classes :—

Sixth form.	Second form.	Third class.
Fifth form.	First form.	Second class.
Fourth form.	Fifth class.	First class.
Third form.	Fourth class.	

(ii) Middle schools may contain the following forms and classes :—

Third form.	Fifth class.	Second class.
Second form.	Fourth class.	First class.
First form.	Third class.	

Elementary schools are schools the bulk of whose pupils are unlikely to continue their studies beyond an elementary stage. They may contain the following classes :—

Eighth Standard.	Fifth standard.	Second standard.
Seventh standard.	Fourth standard.	First standard.
Sixth standard.	Third standard.	

Schools for Special Education.

6. Schools for special education may contain the following classes :—

(i) Schools for training Teachers—
- Secondary department.
- Elementary department.

(ii) Schools of Art—

Higher class schools—
Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(iii) Schools of Medicine—

Apothecary department—

Fourth-year class.	Second-year class.
Third-year class.	First-year class.

Sub-Assistant Surgeon department—

Fourth-year class.	Second-year class.
Third-year class.	First-year class.

Chemist and Druggist class—

Second-year class.	Firsty-ear class.

(iv) Schools of Industries—

Higher class schools—
Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(v) Schools of Commerce—
Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

NOTE.—Schools of Medicine and Industries are respectively under the Medical Department and the Department of Industries.

7. Students in unrecognized institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognized institutions.

Curricula may be suggested for the guidance of unrecognized institutions from time to time by the Director.

European schools are defined in the code of regulations for such schools and are governed by those regulations and not by these rules.

8. All collegiate institutions within British Territory in the Presidency, which are affiliated to the University, are recognized.

The courses of instruction in such institutions are prescribed by the University.

The courses of instruction in professional colleges and schools for special education are either prescribed by the University or by the Department in special regulations.

CHAPTER II.—RULES FOR ELEMENTARY SCHOOLS.

Recognition.

9. The recognition of elementary schools shall vest in the Inspector. Each standard above the fourth standard shall be separately recognized. Recognition will depend upon satisfactory evidence of the educational needs of the locality as well as of the other matters specified below in this chapter. Application for recognition shall be made in the prescribed form (Appendix 1.)

Note.—'Inspector' means 'Inspectress' in the case of girls' schools.

Qualifications and Number of Teachers.

10. The teachers should either be of proved ability or should hold trained teachers' certificates. In elementary schools with standards above the fifth, the headmaster should ordinarily hold a secondary trained teachers' certificate. Untrained teachers below the age of 35 should be sent for training at the earliest opportunity.

11. The Inspector may refuse or withdraw recognition on account of the employment in a school of any teacher whom he, after due inquiry, considers unfit to be a teacher.

12. There shall be at least one regular teacher for every 40 pupils on the rolls. While this number of pupils is to be in all cases the maximum permissible, it is very desirable that there should be a teacher for every 30 pupils.

Protection from Smallpox.

12-A. The presence of pupils unprotected from smallpox may be regarded as a sufficient cause for withdrawal of recognition.

Building, Furniture and Appliances.

13. The building used for the school should be suitable, should be kept clean and should admit sufficient light and air.

14. The provision of much furniture need not be insisted upon, but there should be a supply of suitable pictures and other simple appliances.

Text-Books.

15. No books (other than books for religious instruction) shall be used or even brought into the school by the teacher or pupils which have not been approved by Government. A list of approved books for elementary schools will be published from time to time.

Register.

16. The following registers shall be kept in the prescribed form and submitted to the inspecting officer when required :—

(1) A register of admissions and withdrawals (Appendix 2).
(2) A register of attendance of pupils (Appendix 3).
(3) A register of attendance of masters (Appendix 4).
(4) A register of progress and conduct (Appendix 5).
(5) An inspection book.
(6) A visitors' book (Appendix 6.)

The registers must be carefully kept by the headmaster and should be countersigned by every inspecting officer who visits the school. No entry should be made in the inspection register except by an inspecting officer. The entries should be in a language understood by the master. In the visitors' book district officials and other visitors to the school may be invited to make remarks.

ADMISSION AND PROMOTION.

17. No transfer certificate shall be demanded from any pupil on admission to an elementary school. The pupil shall be placed in the class which the headmaster considers suitable. The inspecting officer may order the removal of any pupil from one class to another if it seems desirable ; any such removal should be recorded in the progress and conduct register.

SCHOOL-LEAVING CERTIFICATE.

18. On leaving the school, having passed through the fifth or any higher standard, a pupil shall, on application, be granted a school-leaving certificate in the authorized form, if found by the inspecting officer entitled to it under instructions to be issued by the Director. These certificates are called elementary school-leaving certificates and must be on the numbered forms issued by the Director.

MEDIUM OF INSTRUCTION.

19. Instruction must be given through the medium of the vernacular of the pupils wherever this is possible. The exceptions would be cases of Muhammadans or pupils with a vernacular different from that of the bulk of the pupils.

COURSE OF STUDY.

20. The course of studies should be arranged and the time-table drawn up in consultation with the inspecting officer. No curriculum is prescribed for elementary schools. A scheme of studies from which selections should be made will be issued by the department from time to time. Due regard should be paid to local circumstances especially in rural schools where school hours and vacations should be suited to agricultural conditions. The inspecting officer should record his opinion in the inspection book as to which subjects each teacher is qualified to teach and no other subjects should be attempted by him. Special care should be taken in this respect in regard to English.

THE SCHOOL DAY AND YEAR.

21. The full school day should, as a rule, consist of at least four hours of secular instruction, but two meetings each of not less than two hours whether on the same or on different days may be counted as one school day. In respect of any school or class the Inspector may, for special reasons, direct that any course of less than four hours shall be treated as a full school day and in the case of the three lowest standards instruction should not be given for more than two consecutive hours without a reasonable interval.

Average daily attendance for the year shall ordinarily be calculated in respect of at least 150 school days.

CHAPTER III.—RULES FOR SECONDARY SCHOOLS FOR BOYS.

22. The recognition of secondary schools shall vest in the Director who shall, before according recognition, satisfy himself as to the following besides the other matters specified in this chapter:—

(a) The organization and development of the school by approved methods and upon approved lines.
(b) The educational needs of the locality.
(c) The financial stability of the school.
(d) The constitution of the managing body.
(e) The scale of fees charged as compared with those charged in other institutions in the same locality.

Applications for recognition should be made in the prescribed form (Appendix 7).

TEACHERS' CERTIFICATES.

23 The headmaster in every Secondary School and at least as many teachers as there are sections in forms four, five and six, should ordinarily hold collegiate trained teachers' certificates.

The other teachers should ordinarily hold trained teachers' certificates of not lower grade than secondary.

The drawing master should hold a technical teachers' certificate in drawing of not lower than the intermediate grade. The gymnastic instructor shall hold a gymnastic teachers' certificate.

OTHER APPROVED CERTIFICATES.

24. All European members of the Society of Jesus, Indian members who are graduates and are certified by the Superior General of the Mission to have completed their novitiate and juniorate, and Indian members who are undergraduates and are likewise certified to have completed the full course of study and preparation prescribed by the society (namely, two years' novitiate, two years' juniorate and three years' Philosophy and Science) may be ranked as if they held collegiate trained teachers' certificates. Indian members, who are undergraduates and who are similarly certified to have completed only their novitiate and juniorate, may be ranked as if they held secondary trained teachers' certificates.

All European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the society to have completed the courses of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates.

In cases of doubt the Director of Public Instruction will determine whether any other diploma or certificate shall be accepted as equivalent to a teachers' certificate for the purposes of these rules.

Qualifications of the Staff.

25. The character of the certificate which should be held by the teachers is governed by the above rules, but recognition may be withheld or withdrawn unless the individual teachers fully satisfy the department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

Non-employment of Teachers in particular cases.

26. The Director may refuse or withdraw recognition on account of the employment in a school of any teacher whose certificate has been withdrawn or whom he, after due inquiry, considers unfit to be a teacher.

27. Lapsed.

Proportion of Teachers to Pupils.

28. There should be a teacher for every form or class and every section of form or class in addition to the headmaster (exclusive of pandits, munshis, writing-masters, drawing-masters, gymnastic instructors, sewing mistresses and sewing masters).

Provided that in schools containing no class above the third form the headmaster may, with the concurrence of the Inspector, be treated for the purpose of this rule as one of the class masters.

29. No additional pupil shall, without the sanction of the Inspector, be admitted to a class when there are already 40 pupils upon the rolls in that class unless the class is thereupon divided into sections. No section of a class shall have more than 40 pupils upon the rolls.

Site, Dimensional sketch and Accommodation.

30. No school shall be recognised which is held in a building or buildings of which the site, dimensional sketch and accommodation have not been approved by the Director. When the accommodation is added to, the sketch of the additional building must be submitted for the approval of the same authority.

31. The sketch of a school building and of any additions to such buildings shall give full information regarding the superficial and cubic space of the building and of each room in it. It shall also show the exact positions of doors, windows, stairs, etc. The sketch shall be certified correct by the person who has prepared it. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

32. The sketch may be prepared by any competent person. Managers who desire the services of an officer of the Public Works Department shall apply to the Executive Engineer of the Division (Appendix 8).

Buildings.

33. Buildings for secondary schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix L (*a*) of the Grant-in-Aid Code.

SANITARY INSPECTION.

34. Every school building shall be maintained in substantial repair and in a cleanly condition. It shall be subject to inspection by the educational Inspecting officer, and such officers of the Medical, Sanitary, and Engineering Departments as Government may direct.

35. The following sanitary certificates (Appendix 9) shall be produced before recognition is accorded and on any subsequent occasion if called for:—in the Presidency Town a certificate signed by the Sanitary Commissioner, the Deputy Sanitary Commissioner, a District Surgeon, or the Health Officer of the Municipality; in the mufassal a certificate signed by the District Medical Officer or, if satisfactory reasons are given, by a subordinate Medical officer.

OVERCROWDING OF CLASS ROOMS.

36. No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspector or Sanitary officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

LATRINE.

37. Every school shall be provided with a suitable latrine.

PROTECTION FROM SMALLPOX.

37-A. The presence of pupils unprotected from smallpox may be regarded as a sufficient cause for withdrawal of recognition.

FURNITURE, APPARATUS AND APPLIANCES.

38. Every school shall be provided with the furniture, apparatus and appliances declared by the Educational inspecting officer to be necessary for the standard of instruction up to which it teaches.

LIBRARY.

39. Every school shall be provided with a library of suitable books and with a catalogue of the books contained in it.

ANNUAL PROMOTION AND PAYMENT OF FEES.

40. Promotions shall be made annually, and, except with the sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher than that in which the pupil was previously studying.

Undue laxity in granting promotion will, if it continues after due warning, be considered sufficient reason for the withdrawal of recognition from any of the classes of the school.

It shall be permissible for a pupil in any class to study any particular subject or subjects along with the pupils of any higher class at the discretion of the headmaster, but for all other purposes of these rules he shall be considered as belonging to the lowest class in which he is studying. The headmaster shall, on th first working day of the year, i.e., the day on which promotions are made and classes formed put up in some conspicuous

place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the headmaster. A copy of the statement shall beforwarded at the same time to the inspecting officer. This list shall be considered final, and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours and when taken down at the end of that time, it shall be filed in the records of the school.

41. The fee shall not be deemed due until four full working days have elapsed after the posting up of the statement referred to in the preceding rule.

42. For every payment of fee a pupil shall receive a receipt signed and dated by the headmaster or some one deputed by him. The receipt should show the class in which the pupil is reading.

Admission and Withdrawal of Pupils.

43. No pupil shall be newly admitted except on an application in the prescribed form (Appendix 10) signed by his parent or guardian. All such applications shall be filed separately in the records of the school.

44. No pupil who has previously studied in a recognized secondary school shall be admitted to another secondary school, unles he presents a transfer certificate in the prescribed form (Appendix 11) from that school showing (*a*) the date of his birth, (*b*) that he has paid all fees due to that school, (*c*) the class in which he studied at the time of leaving it, and (*d*) if he has completed the course in that class, whether he is qualified for promotion to a higher class. No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officer when required.

No pupil who has not attended a recognized school in the first term shall be admitted in the second term to any recognized school unless its head is satisfied among other things that the non-attendance of the pupil in the first term was due to unavoidable circumstances. Such admissions shall be subject to approval by the Inspector.

45. Application for a transfer certificate shall be made in writing by the parent or guardian of the pupil.

46. The headmastsr of the school into which a pupil seeks admission shall not apply for a certificate to the headmaster of the school which such pupil is leaving, but shall leave it to the parent or guardian of the pupil to apply for such certificate.

47. The headmaster of the school into which a pupil is admitted shall place him in the class for which he is found fit, provided that in the case of admission from another recognized secondary school this shall not be a form or class higher than that for which his transfer certificate declares him fit.

48. Before granting a transfer certificate the headmaster is entitled to claim the term fee for one term only and that the term in which the last attendance of the pupil is registered.

Note.—No fee can be claimed merely because a pupil's name is kept on the register.

49. When a pupil has been admitted at reduced rates fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered, for the purpose of eligibility for a transfer certificate, as unconditionally free.

50. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous term, a transfer certificate shall not be refused on the plea that such arrears exist.

51. When proper application for a transfer certificate is received at the end of a term, or in the interval between two terms, or in the first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for fees admissible under Rule 48 have been satisfied.

52. When proper application is received at any other time and when good and sufficient reasons are shown the headmaster shall issue the certificates provided that his claims for fees admissible under Rule 48 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the transfer certificate.

53. An application rejected under Rule 52 may be renewed at the end of a term, or in the interval between two terms, or in the first five days of a term, and if the application is so renewed the headmaster shall issue the transfer certificate forthwith, provided his claims for fees admissible under Rule 48 have been satisfied.

53-A. When an application for a transfer certificate is made after the lapse of more than one year from the date on which the pupil left the school the headmaster may, besides enforcing the provisions of rule 48, charge such fee for the grant of the certificate as is approved as reasonable by the Inspector.

54. When a pupil is dismissed or expelled under Rules 57 and 58 the headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules; but in such cases the headmaster shall endorse it with the words 'dismissed for false representation,' or 'expelled for misconduct,' as the case may be.

55. In the case of a pupil who has been a candidate for a public examination, the results of which are not published before the beginning of the school year, the seventh day after the results of that examination are published in the locality shall be counted as the first working day of the term so far as the grant of a transfer certificate to him is concerned.

56. In the event of a headmaster's refusing or delaying to give a transfer certificate, the parent or guardian of the pupil shall have the right of appeal to the Inspector whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

57. If a pupil is found to have obtained admission by means of a false certificate or false representations of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

58. In the event of a pupil's being dismissed under Rule 57 or being formally expelled on account of grave misconduct, the headmaster shall record his reasons for the dismissal or expulsion and report the fact at once to the

parent or guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

Discipline.

59. The rules of discipline shall include the following :—

(*a*) Every pupil shall wear a clean and respectable dress. The wearing of a cap, turban or other form of head-dress shall be left to the headmaster's view of what good manners require.

(*b*) No pupil shall be allowed to sit in the class with his shoes on, unless they are shoes of an English pattern and unless socks are worn also.

(*c*) Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.

(*d*) On the teacher entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(*e*) No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.

Punishments.

59-A. Corporal punishment shall not be inflicted in schools except in a case of moral delinquency such as deliberate lying, obscenity of word or act or flagrant insubordination and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. Corporal punishment should never be inflicted in any recognized school on boys of the sixth form. The headmaster shall record in a register every case in which corporal punishment has been inflicted specifying the name, class and age of the pupil, the date, the nature of the offence and the amount of punishment. Gross cases of immorality and insubordination shall be punished by expulsion subject to the conditions specified in rule 58.

Registers, Time-table and Returns.

60. (*i*) Every school shall keep in the prescribed form and submit to the inspecting officer, when required, the following :—

(1) A register of admissions and withdrawals (Appendix 12).

(2) A register of attendance for pupils (Appendix 13).

(3) A register showing the previous school history of new admissions.

(4) A term fee register (Appendix 14).

(5) A time-table.

(6) A marks list.

(7) A register of attendance for masters (Appendix 4).

(8) An acquittance roll (Appendix 15).

(9) A log book.

(10) A library register.

(11) A register of scholarships (Appendix 16).

(12) A cash book showing all receipts and expenditure (Appendix 17).

(13) A register of furniture, books and appliances purchased with the aid of grants from public funds (Appendix 18).

N.B.—The log-book shall be kept by the principal teacher, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction; any plan of lessons approved by the Inspector, the visits of Managers; absence, illness or failure of duty on the part of any of the staff; or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the log-book. A visitor's book also should be kept in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

(ii) Every school shall submit punctually such returns as may from time to time be prescribed.

Recognition of Individual Classes.

61. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the abovementioned conditions and to the other rules contained in this chapter and in particular to Rule 62.

62. A recognized school shall not, without the previous sanction of the Director, open a class or classes either higher or lower than those for which the school has been recognized. When such classes are opened with proper sanction a formal application for recognition shall be made within six months from the date of opening them, and if recognition is not accorded the classes shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and register shall be observed with respect to such probationary classes.

Withdrawal and Renewal of Recognition.

63. When a school or any of its classes has ceased to fulfil the conditions of recognition, or when the educational needs of the locality no longer require its existence, the Director shall withdraw the privilege of recognition from that school or class.

64. A school or class, from which the privilege of recognition has been withdrawn, owing to its having ceased to fulfil the conditions, shall not be restored to that privilege, until it has been certified by the Inspector that the defects which led to the withdrawal of recognition have been remedied, and that in all other respects the school or class fulfils the prescribed conditions.

65. If a recognized school ceases to exist or is transferred to a different locality or different managing body its recognition lapses and for the purpose of future recognition it shall be treated as a new school.

Text-books.

66. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Fort St. George Gazette*. Managers and headmasters of schools under private management are at liberty to select from the list such books as they may deem most suitable. No books (other than books for religious instruction) not authorized by Government shall be used in any recognized school. Government reserve to themselves the right to forbid or to prescribe the use of any book or books in recognized schools.

Courses of Instruction.

67. Courses of instruction may be prescribed from time to time by the Director for all recognized secondary schools, whether under public or private management.

68. Managers of schools should, unless they have obtained the permission of the Inspector to do otherwise, adopt the vernacular of the pupils as the medium of instruction up to and including the Third Form.

Examinations.

68-A. Written examinations shall be held at least once every term to test the progress of students. The results of these examinations should be recorded in a book specially kept for the purpose.

CHAPTER IV.—RULES FOR SECONDARY SCHOOLS FOR GIRLS.

69. Except as hereinafter provided the rules for secondary schools for boys shall, with necessary changes, hold good in those for girls. But the Director may relax those rules when he thinks it advisable to do so.

Teachers' Certificates.

70. The headmistress and other teachers shall possess trained teachers' certificates or shall after having taught under the special observation of the Inspectress have been declared by her in writing to be qualified to teach any particular class or subject. The grade of teachers' certificate necessary shall be laid down by the Inspectress. Recognition may be withdrawn unless the Inspectress is satisfied with the qualifications and teaching of the staff at each inspection.

Discipline.

71. The rules of discipline shall be such as are suitable to a girls' school.

Course of Instruction.

72. The courses of instruction shall be laid down in consultation with the Inspectress and shall be approved by her.

CHAPTER V.—RULES FOR SCHOOLS FOR SPECIAL EDUCATION.

73. Except as hereinafter provided the rules for secondary schools for boys shall hold good in these schools also.

Applications for recognition should be made to the Director through the Inspector or through the Inspectress in the prescribed from (Appendix 19).

TEACHERS' CERTIFICATES.

74. The general educational and the professional qualifications of the staff shall be determined by the Director with reference to the circumstacces.

PROPORTION OF TEACHERS TO PUPILS.

75. The proportion of teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director; provided they have not been laid down in any special rules sanctioned by Government for such institutions.

DIMENSIONS OF BUILDING.

76. The dimensions of any building shall be such as may be prescribed by the Director with reference to the requirements of the institution.

ADMISSION OF PUPILS.

77. No pupil who has previously studied in any recognized school shall be admitted unless he produces evidence that he has paid all fees which may be due to that school.

REGISTERS.

78. Such additional registers shall be kept as the Director may from time to time prescribe.

COURSE OF INSTRUCTION.

79. (i) The course of instruction shall be laid down in consultation with the inspecting officer and shall be approved by him, provided that in cases where a course has been prescribed by Government or by the Director that course shall be followed.

(ii) Examinations shall be held according to the rules laid down from time to time by Government or the Director.

CHAPTER VI.—SPECIAL REGULATIONS FOR ELEMENTARY SCHOOLS UNDER PUBLIC MANAGEMENT.

80. These schools will be open to boys and girls alike, except those girls' schools were the Inspectress considers the presence of boys, or boys above a certain age, undesirable.

NUMBER OF TEACHERS.

81. The number of teachers must depend partly upon the number of pupils and partly upon the number of standards. So far as may be, there should be a teacher for each standard or section of a standard; but two or more standards may be taught by a single teacher where their aggregate strength does not exceed 25 for standards higher than the fourth or 30 for standards lower than the fifth. If in any standard there are more than 35 pupils it should, wherever possible, be divided into sections and no section should contain more than 35 pupils.

SALARIES.

82. The following scale of salaries is recommended for adoption where funds permit:—

1 teacher	Rs.	8.
2 teachers	,,	10, 8.
3 ,,	,,	12, 10, 8.
4 ,,	,,	15, 12, 10, 8.
5 ,,	,,	20, 15, 12, 10, 8.
6 ,,	,,	25, 20, 15, 12, 10, 8.
7 ,,	,,	30, 25, 20, 15, 12, 10, 8.
8 ,,	,,	40, 30, 25, 20, 15, 12, 10, 8,

in cases where each standard consists of one section only. Where extra teachers have to be employed on account of the division into sections of any of the standards the additional post or posts may carry a salary of Rs. 35, 30, 25, 20, 15, 12, 10 or 8 according as it is the 8th, 7th, 6th, 5th, 4th, 3rd, 2nd or 1st standard which has to be divided, the new teacher ordinarily receiving Rs. 8. It is by no means necessary that the lower classes should be taken by the teachers on the lower rates of pay; this is a matter in regard to which the advice of the inspecting officer should be obtained.

All trained teachers and approved teachers whose pay is less than Rs. 10 a month should be granted such an allowance as will raise their monthly pay to Rs. 10.

In night schools half the above rates may be adopted and in girls' schools the lowest salary in towns may be fixed at Rs. 10.

CAPITATION ALLOWANCE.

83. Each trained teacher will be eligible for a share of a capitation allowance made to the school calculated on the average daily attendance in the four lower standards at the rate, where funds permit, of

Re. 1 a year per head or Rs. 2 in the case of girls, Panchamas and pupils belonging to the castes or classes which have been declared by the Government to be backward. The total amount to be paid will be reduced on the recommendation of the inspecting officers if the result of the inspection of the school is unsatisfactory.

The amount paid will ordinarily be divided equally among the trained teachers provided that they all served in the school during the previous year ending 31st March. The amount to be paid to a teacher who for any reason did not serve during the whole year shall be determined by the Inspecting officer. If in any case the work of a particular teacher is reported by the inspecting officer to have been unsatisfactory his share may be reduced or disallowed.

The allowance will be distributed on or after the 1st May in each year and will be calculated on the average daily attendance for the year ending on the 31st March immediately preceding.

Fees.

84. (i) Fees shall ordinarily be levied at the following monthly rates with effect from the 1st April 1919:—

Standards	Rate per month. Boys. RS.	A.	P.	Girls. RS.	A.	P.
First	0	1	0	0	0	6
Second	0	1	0	0	1	0
Third	0	2	0	0	1	0
Fourth	0	3	0	0	1	0
Fifth	0	4	0	0	1	0
Sixth	0	6	0	0	2	0
Seventh	0	7	0	0	2	0
Eighth	0	8	0	0	2	0

Provided that the foregoing rates may be modified by the managing bodies concerned with reference to local circumstances after consultation with the Inspector of Schools of the Circle. Provided also that fees at half the rates prescribed above may be levied from Muhammadan and Oriya boys and that Panchamas and pupils belonging to castes or classes which have been declared by the Government to be backward may be admitted without payment of fees.

(ii) In the case of Government schools the Inspector of the Circle, subject to the general control of the Director of Public Instruction, may similarly modify the rates.

Text-Books.

85. The text-books to be used in Elementary Schools under public management are prescribed from time to time by the Director of Public Instruction; the use of any book not so prescribed is forbidden.

Protection from Smallpox.

85-A. No pupil shall be admitted to a school under public management unless he or she is protected from smallpox. Provided that to a school for backward classes or to a girls' school a pupil who is not so protected may be admitted temporarily, but if within three months from the date of admission the said pupil shall not have been successfully vaccinated or otherwise protected, his or her attendance shall cease.

CHAPTER VII.—SPECIAL REGULATIONS FOR INSTITUTIONS UNDER PUBLIC MANAGEMENT OTHER THAN ELEMENTARY SCHOOLS AND COLLEGES.

Strength of Classes.

86. (i) Without the sanction of the Inspector, the strength of a class in a secondary school shall not continuously exceed 40.

(ii) The strength of classes in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special rules sanctioned by Government for such institutions.

School Hours.

87. (i) The ordinary school day shall consist of not less than five hours in classes from the fifth class to form six and of not less than four hours in classes one to four. The holding of school for more than three consecutive hours is prohibited. In the lower classes, if the pupils are young, at least one break of fifteen minutes shall be allowed where the course of continuous instruction extends to three hours.

(ii) In schools for special education the school hours shall be prescribed from time to time by the Government or the Director according to circumstances.

Holidays and Vacation.

88. (i) Sunday shall be a whole holiday in all schools and colleges. In all Muhammadan schools Friday also shall be a whole holiday. In all other schools and colleges Saturday shall be a whole holiday in addition to Sunday.

(ii) *Miscellaneous holidays.*—The following miscellaneous holidays shall be allowed. With the sanction of the Inspector any local holidays may be substituted for those named in the list :—

In Hindu Schools.

Names of holidays.	Number of days.
Tamil New Year's Day	1
Sravanam or Avani Avittam	2
Vinayakachathurthi	1
Krishna Jayanti	1
Mahalaya Amavasai	1
Sarasvathi Puja or Dasara	2
Dipavali	1
Sivaratri	1
Telugu New Year's Day	1
King-Emperor's Birthday	1
Easter	6
Darbar Day	1
Mid-term holiday	7
Vaikunta Ekadasi	1
Pongal	3

IN MUHAMMADAN SCHOOLS.

Names of holidays.	Number of days.
Muharram	10
Baqr-id	5
Akhir-i-chahar shamba	1
Bara-Wafat	1
Garvin	1
Shaban	1
Pir Pilvan's urus	1
Buddoo Shaheed's urus	1
Khadar Walles's urus	1
King-Emperor's Birthday	1
Easter	6
Darbar Day	1

NOTE.—(*a*) Clauses (i) and (ii) of this rule apply to colleges and elementary schools also.
(*b*) The mid-term holiday should wherever possible be combined with Dasara or other holidayss.

(iii) *Summer vacation.*—The summer holidays shall usually be for six weeks. In Muhammadan schools a period of one month shall be allowed for each of the Ramzan and the summer vacations and in the years in which these overlap the schools shall be allowed six weeks for both combined. If Ramzan begins or ends at any time during the period between 16th May and 15th June the duration of the combined vacation shall not exceed one month and fifteen days, it being made to commence earlier or later than 15th May when necessary.

(iv) *Christmas vacation.*—The Christmas holidays shall usually extend from the 23rd December to the 3rd January, both days inclusive. But in Muhammadan schools an extra week may be added when a combined vacation of six weeks only is granted for the summer and the Ramzan holidays.

In all cases in which changes are made in the regular holidays a revised list with the number and date of the order sanctioning the change and signed by the Inspector shall be hung up in the premises. The date on which a school is closed for the summer and Christmas vacations and that on which it is re-opened after these vacations shall be reported to the inspecting officer.

(v) In schools for special education the summer and Christmas vacations shall be determined by the special circumstances of each institutions.

89. The rule relating to corporal punishment for secondary schools for boys laid down in Chapter III will also be applicable to the institutions dealt with in this chapter.

90. Omitted.

TEXT-BOOKS.

91. The text-books to be used are prescribed from time to time by the Director of Public Instruction. The use of any book not so prescribed is forbidden.

PROTECTION FROM SMALLPOX.

91-A. No pupil shall be admitted to a school under public managements unless he or she is protected from smallpox. Provided that to a school for backward classes or to a girls' school a pupil who is not so protected may be

admitted temporarily, but if within three months from the date of admission the said pupil shall not have been successfully vaccinated or otherwise protected, his or her attendance shall cease.

Use of Buildings.

92. Subject to any general instructions he may have received from the controlling authority of the school, the headmaster may allow the use of the building under his charge for public lectures, but he shall exercise great discretion in allowing such use and in doubtful cases the orders of the Director, President or Chairman, as the case may be, shall be sought. He may subject to such instructions grant the use of such building or a room in it for the holding of meetings connected with public affairs, provided that—

(*a*) application is made in writing to the headmaster by the principal person or persons interested in such meeting, at a reasonable time before the meeting. In dealing with applications, no distinction shall be made between persons who are directly connected with the institution as masters or students and persons who are not so connected;

(*b*) the application clearly states the objects of the meeting;

(*c*) the meeting is to be held at a time which will cause no interference with educational work.

In no case shall the use of such building or room be given if the object of the meeting is of a political character, or connected with any social or other question upon which the opinion of the community is likely to be seriously divided, or the discussion of which is likely to cause unnecessary offence.

The above restrictions do not apply to debating or other societies connected with the institution and working under rules approved by the headmaster.

Note.—This rule is applicable also to Colleges and elementry schools under public management.

CHAPTER VIII.—FEE REGULATIONS FOR COLLEGES AND SECONDARY SCHOOLS.

93. In institutions under private managment, the rates and levy of fees will be left to a large extent to the discretion of the Managers, but Managers may be required to levy reasonable fees and will not be permitted to compete improperly by unduly lowering the fees or permitting any method of payment other than that prescribed in these rules.

Fees in all colleges and secondary schools under the management of Government, or of a Municipal Council, or of a Local Board, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations.

School Year.

94. The school year for fee purposes shall be divided into two terms--one, the long term, commencing from the reopening of the school after the summer vacation and continuing till the Christmas holidays, and the other, the short term, commencing after the Christmas holidays and extending to the beginning of the summer vacation.

Fee for what period payable.

95. Every pupil shall be liable to pay the whole fee for each term during any part of which his name is on the rolls of an institution and his attendance registered whether such fee be paid in one sum or by instalments.

Fee how payable.

96. The fees shall be paid either in one sum or in instalments at the option of the pupil. If paid in one sum, that sum, or, if paid in instalments, the first instalment shall be paid not later than the fifth working day of each term and, in the case of payment by instalments, the other instalments shall be paid not later than the 15th of the four succeeding months in the long term and of the two succeeding months in the short term.

Fees of new Pupils.

97. The fee or the instalment thereof payable shall be paid by a new pupil before his name is enrolled. A pupil shall not be enrolled or admitted after the beginning of a term unless he has paid all the instalments of fees, which he would have had to pay had his name been on the rolls from the beginning of the term.

Fee Receipts.

98. A receipt signed and dated by the Headmaster or by some one deputed by him shall be granted for every payment of fee made. The receipts shall show among other particulars the class in which the pupil is reading. Counterfoils of the receipts should be filed.

STANDARD RATES.

99. The following will be the standard rates of ordinary fees :—

Institutions and departments.	Long term.		Short term.	
	In advance.	By five equal instalments.	In advance.	By three equal instalments.
I. College Department.	RS.	RS. A. P.	RS.	RS. A. P.
(1) Presidency College—				
B.A. (Honours) course	70	75 0 0	42	45 0 0
B.A. (Pass) course—				
Part I	35	37 8 0	21	22 8 0
For each group of Part II ..	35	37 8 0	21	22 8 0
Intermediate course—				
For both parts	55	58 12 0	33	35 4 0
For either part	30	32 8 0	18	19 8 0
(2) Other colleges—				
B.A. (Honours) course	66	70 0 0	40	42 0 0
B.A. (Pass) course—				
Part I	33	35 0 0	20	21 0 0
For each group of Part II ..	33	35 0 0	20	21 0 0
Intermediate course—				
For both parts	52	55 0 0	31	33 0 0
For either part	28	30 0 0	17	18 0 0
II. School Department.				
Forms IV, V and VI	..	26 4 0	..	15 12 0
Forms I, II and III	..	13 12 0	..	8 4 0
Classes IV and V	..	6 4 0	..	3 12 0
Do. I, II and III	..	3 2 0	..	1 14 0
Course for supplementary certificate under the scheme for the award of the secondary school-leaving certificates—				
For each subject	..	15 0 0*	..	9 0 0†

* Subject to a maximum of Rs. 30. † Subject to a maximum of Rs. 18.

For a post-graduate course, the fee prescribed in the old fee notification, namely, Rs. 24 per term, will be in force.

In the case of the B.A. class working under the old University regulations students who join for all the three branches or for English and a Science will pay the fee prescribed above for the two parts of the B.A. (pass) course; while those who join for only one, or for two subjects not being English and a Science, will pay fees according to the old rates.

The rates prescribed are minimum rates and fees may be levied at higher rates at the discretion of the management.

In addition to ordinary fees, special fees may be levied from pupils attending classes in subjects not included in the ordinary curriculum, or for the use of the library or reading-room, or for any other special convenience.

FINES.

100. If a pupil fail to pay his fee or instalment of fee on the day fixed for payment in these rules, a fine may be imposed not exceeding one anna for each rupee of fee due; and if the fee or instalment of fee be not

paid within ten days from the day fixed for payment, the pupil's name shall be struck off the rolls. If readmitted, he shall, in addition to the amount due at the date of his dismissal, pay a fine not exceeding two annas for each rupee of fee due.

Remission of Fee.

101. If a pupil leave a college or secondary school during a term, he shall have no right to claim a remission of any portion of the term fee, but the controlling authority may return or remit such portion as may be considered equitable.

Exceptions.

102. In institutions of a professional or special character, fees shall be levied at such rates as may from time to time be sanctioned by the Director or as may be prescribed by any rules sanctioned by Government for them. Fees in all institutions may be levied from Muhammadans and Uriyas and from girls and backward classes and castes at half the standard rates

CHAPTER VIII-A.—DISCIPLINARY REGULATIONS.

I.—Colleges under Public Management.

(1) Graduate and under-graduate students on the rolls of colleges under public management are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further at their discretion forbid students to engage prominently in any public movement with which it seems undesirable that persons in *statu pupillari* should be associated.

(2) If students of such colleges attend political meetings and there conduct themselves in any manner which is forbidden or unbecoming or engage in political agitation in such a way as to interfere with the corporate life and educational work of the college, the Principal of the college may suspend or expel them or refuse the grant of term certificates for the specified period and may also report their case to the University with the view of their being dealt with under Regulation 96 of the University Regulations.

(3) Principals or other constituted college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the college or hostel precincts of graduate and under-graduate students on the rolls.

(4) Principals or other constituted college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the college or hostel precincts of graduate and under-graduate students on the rolls so far as such rules seem necessary (*a*) to secure the observance of rules 1 and 2, (*b*) to maintain the credit and reputation of the college or hostel.

(5) Principals or other constituted college or hostel authorities shall have full power to inflict the following punishments—fine, loss of attendance, loss of term certificates, suspension, expulsion.

(6) If a college professor or lecturer abuses his position by inculcating opinions tending to excite feelings of political disloyalty or disaffection or discontent or by diverting the minds of his students to political agitation or by encouraging them to attend political meetings or if he personally conducts them to such meetings or adopts a line of action which is likely to disturb or disorganize the life and work of the college at which he is employed, his proceedings may be held to constitute a dereliction of duty and may be visited with disciplinary action.

II.—Recognized Schools.

(7) No manager or member of the staff or of the establishment shall be permitted to take part in political agitation directed against the authority of Government or to inculcate opinions tending to excite feelings of political disloyalty or disaffection; and the pupils should not be permitted to attend political meetings or to engage in any form of political agitation.

(8) In the event of such misconduct being persisted in and encouraged or permitted by the masters or the managing authorities, the Director may, after due warning, withdraw recognition from the offending school or withdraw the grant-in-aid or withhold the privilege of competing for Government scholarships and of receiving scholarship holders.

(9) If the public utterances of a schoolmaster are of such a character as to endanger the orderly development of the boys under his charge by introducing into their immature minds, doctrines subversive of their respect for authority and calculated to impair their usefulness as citizens and to hinder their advancement in after life or if he is found to have personally conducted his pupils to a political meeting or to have deliberately encouraged their attendance at such a meeting, his proceedings may be held to constitute a dereliction of duty and may be visited with disciplinary action.

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CHAPTER IX.—TRAINING INSTITUTIONS UNDER PUBLIC MANAGEMENT.

103. The rules contained in this chapter shall apply to every training institution under the management of Government, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules in the previous chapters shall *mutatis mutandis* hold good in every training institution under public management.

OBJECT.

104. The training institutions referred to in these rules are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

CLASSIFICATION OF TRAINING INSTITUTIONS.

105. Institutions for the training of teachers shall be classified as follows :—

(i) Training colleges, institutions in which graduates are trained.

(ii) Secondary training schools or sections, institutions in which the following classes of persons are trained :—

(1) Persons who have passed the Matriculation examination, the European High School examination, the late Upper Secondary examination, the late Higher examination for women or who have general educational qualifications accepted by the Director.

(2) Persons holding secondary school-leaving certificates and certificates granted under G.O. No. 1019, Home (Education), dated the 27th September 1916 (Appendix 20).

(iii) Elementary training schools or sections, institutions in which persons who have completed a course of instruction including at least the eighth standard or third form are trained for the elementary higher grade or where persons who have reached some lower stage of instruction are trained for the elementary lower grade.

An institution of a higher grade may include the grades below it, in which case the grades shall be designated 'departments' and the institution as a whole shall, as in colleges and schools of general education, be designated according to the minimum general education standard required of teachers under training in the highest department.

106. The following scheme shows the possible classes in a training school or section :—

Secondary	first year. second year.
Higher elementary	first year. second year.
Lower elementary	first year. second year.

Each training institution shall have a model school attached to it containing the forms, classes or standards necessary for the training of teachers of the grades comprised in it.

CONTROL.

107. The responsibility for the management and discipline of Government Training Colleges and Schools shall be vested in the heads of those institutions, under the control of the Director in the case of Training Colleges, the Inspector of the Circle in the case of Training Schools for Masters and of the Inspectress of the Circle in the case of Training Schools for Mistresses.

STAFF.

108. (i) The staff of a training institution shall depend upon (*a*) its grade, (*b*) the number of departments it contains, and (*c*) the number of vernacular languages included in the curriculum.

(ii) The following table shows the minimum qualifications of all newly appointed members of the staffs of Training Colleges and Schools :—

Qualifications of Staff.

Appointments.	Training College.	Secondary Training School.	Elementary Training School.
Principals, Vice-Principals, Headmasters and Headmistresses.	Collegiate certificate.	Collegiate certificate. Trained Teachers' certificate of the Secondary Grade in the case of mistresses.	Collegiate certificate. Trained Teachers' certificate of the Secondary Grade in the case of mistresses.
First assistant ..	Collegiate certificate.	Trained Teachers' certificate of the Secondary Grade.	Trained Teachers' certificate of the Secondary Grade.
Second assistant ..	Do.	Do.	Trained Teachers' certificate of the Secondary Grade. Trained Teachers' certificate of the Elementary Grade in the case of Mistresses.
Third assistant ..	Do.	Do.	..
Other assistants ..	According to the character of the work expected of them.		
Drawing Master .	Group certificate in Drawing.	Group certificate in Drawing.	Intermediate Technical Examination in Drawing.
Gymnastic Instructor ..	Gymnastic Teachers' Certificate.		
Teachers in model Schools.	Qualifications prescribed in these rules for schools of their class.		

(iii) The holders of other than Madras degrees, diplomas and certificates will be held qualified to hold posts in Training institutions according to the value assigned to such degrees, etc., by the Secretary of State, the Government of Madras or the Director of Public Instruction.

Apparatus and Appliances.

109. Every training institution shall be provided with the necessary furniture and gymnastic apparatus; and with the appliances, models, pictures, and specimens needed for giving instruction in object lessons and elementary science. It shall also be provided with a library containing, among other books, suitable works on the theory, history and practice of education and with a museum and, where possible, school garden.

Curricula.

110. The course for the collegiate grade will be the subjects prescribed by the University for the Degree of Licentiate in Teaching and the course for the other grades will be those laid down by the Director in the scheme of work in training schools.

Period of Training.

111. The period of training shall consist in colleges of two terms and in secondary and elementary schools of four terms, but it shall be in the power of the Director to shorten the period under special circumstances or to lengthen it in order to enable a student of any grade to undergo a special or an extended course of training. Inspectors and Inspectresses may lengthen the period of training in training schools in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extended course or in the case of students who having failed in the Training School Leaving Certificate examination for teachers' certificates seek re-admission.

Strength of Classes.

112. The number under training in no class of a training school shall exceed forty without the express sanction of the Inspector.

Admissions and Withdrawals.

113. Admission shall take place ordinarily at the beginning of the first term of the year. Withdrawals in the middle of a term shall be allowed under no circumstances except in the case of continued sickness. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of a term.

Qualifications for Admission.

114. (1) Every candidate for admission shall submit an application in the form prescribed (Appendix 21).

(2) His age must be not less than 14 and must not exceed 25 years; or, in the case of a candidate who has been employed as a teacher in a recognized school for not less than three years, 35 years.

It shall, however, be in the power of the controlling authority, in very special circumstances, to admit a candidate whose age does not fall within the above limits.

(3) He shall also produce before admission the following certificates :—

(*a*) *Certificate of Health.*—A certificate from a Civil Surgeon or other medical authority accepted, in the case of Colleges, by the Principal, and in the case of Schools, by the Inspector, certifying that the candidate is physically fit to perform efficiently the duties of a teacher.

(*b*) *Certificate of Education.*—A certificate of general education qualifications, as laid down in Rule 105.

A candidate who does not possess the prescribed educational certificate may be admitted on the strength of a certificate accepted by the Director as equivalent.

(*c*) *Certificate of Conduct.*—A certificate of conduct signed by an Inspector or an Assistant Inspector or the President of a Local Board or the Chairman of a Municipal Council or the Manager or Principal or Headmaster of a recognized College or Secondary School. In the case of candidates for admission to Elementary Training Schools, a certificate signed by a Sub-Assistant Inspector shall be accepted.

SELECTION OF CANDIDATES.

115. The selection of candidates for admission into training colleges shall be made by the heads of the respective institutions. The selection of candidates for admission into training schools for masters shall rest with the Inspector of the circle and of those for mistresses with the Inspectress of the circle.

Applications for admission into training colleges shall be sent through the inspecting officers, the Presidents of Local Boards, the Chairmen of Municipal Councils or the Managers of schools, as the case may be, to the head of the institution to which admission is sought.

Applications for admission into training schools shall be submitted to the Inspector or Inspectress of the circle through the local inspecting officers. Headmasters or headmistresses shall, after all the admissions have been made, submit to the Inspector or Inspectress of the circle a consolidated application for sanction of stipends in the form prescribed in Appendix 22. Every care shall be taken to exclude those who may be thought to wish to undergo training chiefly for the sake of the stipends and without a real intention of making teaching a profession. In the selection of candidates preference shall be given to those of the following classes in the order in which they are named :—

(1) Teachers employed in public schools.

(2) Persons to whom local boards or municipal councils have given provisional appointments in schools under their management.

(3) Village schoolmasters to whom teaching is a regular profession.

(4) Persons specially selected by managers or headmasters or headmistresses under an agreement to return as teachers.

(5) Persons desirous of adopting the teacher's profession.

Secondary school-leaving certificates presented by applicants for admission into a training school shall be carefully scrutinized by the officer responsible for the selection of students and preference given in order of merit to (1) those which show sufficient knowledge in two of the optional subjects specified in group C other than shorthand and type-writing and (2) those which do not show two such optional subjects.

FEES.

116. The following term fees shall be paid by students coming from outside the Madras Presidency :—

	RS.
Collegiate Department	40
Secondary do.	20
Elementary do.	10

MAXIMUM NUMBER OF STIPENDIARIES IN THE SEVERAL DEPARTMENTS.

117. The maximum number of provincial stipendiaries admissible in any year into the several departments of a training institution shall ordinarily be as follows; but the Inspector shall be empowered to sanction a larger number of admissions where funds are available :—

	For masters.	For mistresses.
College Department	40	5
Secondary do.	20	10
Elementary do.	40	40

118. The ordinary rate of provincial stipend per mensem in the several departments shall be as follows :—

	RS.	A.
Collegiate Department	15	0
Secondary do.	12	0
Elementary do.	8	8

Special rates subject to the following maxima may be sanctioned by the sanctioning authority :—

Collegiate Department.

		RS.	A.
Masters of Arts		20	0
Europeans and Anglo-Indians	Masters	35	0
	Mistresses ..	25	0
Muhammadans		20	0
Hindu Mistresses		20	0
Panchamas		20	0

Secondary Department.

		RS.	A.
Europeans and Anglo-Indians	Masters	30	0
	Mistresses ..	20	0
Hindu and Muhammadan Mistresses		14	0

Elementary Department.

		RS.	A.
Higher elementary stipendiaries	..	10	8
Europeans and Anglo-Indians —	Masters ..	25	0
	Mistresses ..	15	0
Muhammadans ..	..	10	8
Hindu Mistresses	..	10	8
Panchamas	..	9	8
Teachers in the Agency Tracts	..	10	0

A guardian allowance not exceeding Rs. 5 per mensem may be given to Caste Hindu women and Muhammadan women who do not permanently reside in the town where the school, in which they are being trained, is situated.

SELECTION OF STIPENDIARIES.

119. The power of sanctioning stipends rests with the Principals of Training Colleges, Inspectors in the case of boys and Inspectresses in the case of girls. These authorities shall see that all the great classes of the population are, as far as practicable, fairly represented in the allotment.

NON-STIPENDIARY STUDENTS.

120. Subject to the provisions of Rule 112 the controlling authority may admit non-stipendiary students.

PROBATION.

121. Every student shall be considered to be on probation for fifty working days; and if it shall appear to the head of the institution that any student is not likely to prove an efficient teacher, such student shall, with the sanction of the controlling authority, be required to leave the institution. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

SALARIES, ETC., AND TRAVELLING ALLOWANCE OF TEACHERS UNDER TRAINING.

122-123. The salaries and travelling allowances of teachers employed in schools under public management who are selected to undergo training (including students selected with a view to employment in such schools), shall be settled by the Director of Public Instruction, the President of the Local Board or the Chairman of the Municipal Council, as the case may be. The Director may also at his discretion decide in the ca[illegible] teachers in Government Schools whether the time thus spent in training shall count as service qualifying for increments of pay, for leave and for pension. Private students shall be allowed travelling allowance from public funds for a single journey on joining the institutions in accordance with the following rules:—

(i) Collegiate and secondary grade students shall be treated as third-class officers under Article 1002 of the Civil Service Regulations drawing less than Rs. 50 and shall receive travelling allowance as for journeys on transfer.

(ii) Elementary grade students shall be treated as fourth-class officers, not ministerial or menial, and shall receive travelling allowance as for journeys on transfer.

(iii) The station from which travelling allowance is admissible to students of any grade shall be the school which they leave for the course of training or, in the case of those who are not employed in a school their place of residence as shown in their application for admission.

(iv) The allowances shall be drawn in consolidated bills by the Principals in the case of training colleges, and by the Headmaster or Headmistress in the case of training schools, the bills in the case of training schools being countersigned by the Inspector or Inspectress of the circle.

Time-tables.

124. A time-table, showing the distribution of subjects in the different departments of the institution during each hour or other period of the day, the subjects each teacher will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the Inspector or the Inspectresses in the case of schools.

The time-table of the model school shall indicate the classes to be taught and the work to be done by students in the school.

Leave and Dismissal.

125. (i) The head of an institution may give a student casual leave amounting to not more than seven days at a time, exclusive of Sundays and other holidays, and to not more than fifteen days in the year. In cases of real necessity, he may also give additional leave, but it shall be leave without stipend. A student will forfeit one day's casual leave for every four times that he is marked late.

(ii) A student shall forfeit all stipend during any period, however short, of absence without leave, and may be dismissed if he is absent without leave for three whole consecutive working days, or for periods aggregating five whole days in any one term.

(iii) The head of an institution may grant leave without loss of stipend, for a period not exceeding one month in each year of the training course, to a student who is absent in conseqence of severe sickness certified to by a competent medical authority or, where this is not available, after full inquiry. If the leave exceeds one month, no stipend shall be granted for the excess period.

(iv) A student may be dismissed by the controlling authority for continued idleness or serious misconduct; and, if so dismissed, he may be declared unfit for employment as a teacher. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds.

Examinations.

126. Collegiate stipendiary students shall be required to appear at the earliest opportunity for the examination for the degree of Licentiate in Teaching of the Madras University. All other stipendiary students shall be required to appear at the earliest opportunity for the examination for teachers' certificates in accordance with the rules laid down in Chapter XI.

Agreement to be entered into by Students.

127. (i) Every student shall, before any stipend is paid to him, enter into an agreement, to be executed on stamped paper in such form as may from time to time be prescribed (Appendix 23), binding himself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain whilst under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the head of the training college or school; (4) to appear for such examinations as may be prescribed by the controlling authority; (5) to serve as a teacher in a recognized institution or keep an elementary or secondary school within the jurisdiction of the Madras Educational Department (or in the case of Board stipendiaries within the jurisdiction of the Board concerned) for at least three years in the case of a male student, and two years in the case of a female student, and to enter upon such duties as soon as a suitable opportunity presents itself after the period of training is over; (6) to furnish the head of the institution, through the inspecting officer of the range in which he is employed, every six months during the three or two years referred to above, with information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the head of the institution to keep a history of the students trained in it.

(ii) If, from any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of the agreement, he may be declared to be unfit, absolutely or for a specified period, for employment as a teacher. If a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds on account of stipend and travelling allowance, or such part of it as the authority financially concerned considers equitable in the circumstances of the case. In the case of a non-stipendiary student who has not already paid fees prescribed, he shall be required to defray the cost of his training at the rate fixed in the Rule 116 and to refund any sum spent as travelling allowance on his account.

(iii) The fulfilment of the conditions of the agreement may be postponed with the sanction of the Inspector in cases where a student desires to study in a secondary school so as to improve the grade of his certificate.

Registers.

128. In addition to the registers named in Chapters II and III, the following shall be kept:—

(1) A register giving the history of former students in the form and in the manner from time to time prescribed by the Director (Appendix 24).

(2) A register summarising the remarks of teachers engaged in supervising the work of the students in the model school, the time spent in it and the subjects taught by each student.

(3) A register showing the criticism lessons given, with the dates, the subjects, the names of those by whom they were given, and a summary of the criticisms.

(4) A register showing the model lessons given, with the dates, the subjects, and the names of those by whom they were given.

(5) A register of leave granted to students under training (Appendix 25).

Special Courses of Training.

129. For the purpose of giving students an opportunity of acquiring professional knowledge of, and skill in, teaching special or technical subjects, arrangements may be made for their attendance at the College of Engineering, or the College of Agriculture, or the School of Arts, or such other institution as the Director may approve of.

During a student's attendance at another institution he shall keep a diary showing the nature of the work in which he is engaged and the time devoted to it.

At the expiration of every three months the head of the institution in which the student is working shall forward to the head of the training college or school a brief report on the conduct and progress of the student.

CHAPTER X.—TRAINING INSTITUTIONS UNDER PRIVATE MANAGEMENT.

130. The rules contained in this chapter shall apply to every recognized training school under private management, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules for training institutions under public management shall hold good in every recognized training school under private management.

CONTROL.

131. The responsibility for the management and discipline of a training institution under private management shall be vested in the manager recognized by the department.

ADMISSION AND WITHDRAWAL.

132. The dates of admission may be fixed by the manager with reference to the circumstances of the institution; but admissions and withdrawals of students receiving stipendiary grants from Provincial funds shall not be allowed in the middle of a term without the express sanction of the Inspector.

QUALIFICATIONS FOR ADMISSION.

133. The manager shall ascertain that the candidates admitted possess the necessary physical and moral qualifications.

SELECTION OF CANDIDATES.

134. The selection of candidates for admission shall be left to the discretion of the manager.

STIPENDS.

135. The number, the distribution, and the rate of stipends in each grade, as well as the selection of the stipendiaries, shall be left to the discretion of the manager.

No fees shall be levied from students on whose behalf grants towards stipends are paid from Provincial funds.

NOTE.—The rates of grants towards stipends from Provincial funds will be found in the Grant-in-Aid Code.

LEAVE AND DISMISSAL.

136. The manager shall make suitable rules with regard to the leave of all students and to the dismissal of students in respect of whom no Provincial grant is paid.

Agreements to be entered into by Students.

137. The agreement with the Secretary of State referred to in Rule 127 shall be executed by every student receiving a stipendiary grant from Provincial funds.

In training schools attached to mission institutions for the training of Indian Christian catechists, and in which there is a theological course as well as a pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfilment, by students receiving stipendiary grants from Provincial funds, of the condition of serving for three years until after they have completed the theological course.

The fulfilment of this condition may also be postponed with the sanction of the Inspector in cases where a student desires to study in a secondary school so as to improve the grade of his certificate.

CHAPTER XI.—EXAMINATIONS FOR TEACHERS' CERTIFICATES.

Kinds of Certificates.

138. Certificates shall be of three kinds—(*a*) Certificates of ability to teach the subjects that ordinarily enter into the curricula of schools for general instruction; (*b*) certificates of ability to teach subjects included in the Government Technical examination scheme; and (*c*) certificates of ability to teach gymnastics and drill.

A certificate of the first kind shall be designated "Teachers' certificate," one of the second kind "Technical Teachers' certificate" and one of the third kind "Gymnastic Teachers' certificate."

Grades of Certificates.

139. Teachers' certificates shall be of three grades, namely—(1) Collegiate; (2) Secondary; (3) Elementary.

Technical Teachers' certificates shall be of three grades, namely—(1) Advanced; (2) Intermediate; (3) Elementary.

Gymnastic Teachers' certificates shall be of one grade only.

Conditions as to grant of Teachers' Certificates.

140. Persons who have taken the degree of Licentiate in Teaching in the University of Madras, shall receive Collegiate Teachers' certificates of the first, second or third class, according to the class of their degree without further examination, on application to the Director.

Candidates for Secondary and Elementary Teachers' Certificates, respectively, must have passed through the prescribed course in a recognized Secondary or Elementary Training institution or department.

Candidates for teachers' certificates of grades lower than the Collegiate shall pass the Training School Leaving Certificate examination and shall have their certificates completed by a Circle Inspector's signature.

A teacher holding a certificate of a lower grade who subsequently passes a higher public literary examination or successfully undergoes a higher course of study in a recognized institution may gain without further training a certificate corresponding to the higher literary examination that he has subsequently passed. The Inspector of European and Training Schools may issue a certificate on the specific recommendation of the Circle Inspector.

A certificate of the Collegiate grade cannot, however, be gained in this manner.

Training School Leaving Certificate Examination.

141. The examination shall be conducted by the Inspector of European and Training Schools with the assistance of the staffs of the training institutions and such other persons as the Director may, from time to time, depute for the purpose.

142. The examination shall be held once a year and ordinarily in the last week of March. It shall be held at such centres as the Inspector of European and Training Schools may from time to time appoint and all necessary arrangements for it shall be made by him.

143. Omitted.

144 and 145. The examination for each grade shall be in such of the subjects of the course laid down in the scheme of work in training schools as the Director may from time to time prescribe and teachers shall appear in such subjects as he may from time to time determine. The results of the examination shall be entered by the Inspector of European and Training Schools in the certificates of the successful candidates in the form of marks, which shall be precentages of the maxima obtainable.

146. The Inspector of European and Training Schools will determine which of the candidates shall be declared to have passed the examination and will publish their names in the *Fort St. George Gazette* and they shall be then called probationary trained teachers and shall be considered for all purposes of the Public Service Notification, and the Madras Educational Rules and the Grant-in-Aid Code as trained certificated teachers of their respective grades for three years from 1st April of the year in which they appeared for and passed the examination.

147. A candidate who fails in the exmination may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a training school, or may be required by the Director to attend a training school, for some specified further period either with or without a stipend or on payment of a fee.

Certificates.

148. Each probationary trained teacher shall receive from the Inspector a combined certificate and service register.

The certificate shall be in a form prescribed by the Director and shall state his name, age, caste, his general educational qualifications and his status in the Training School Leaving Certificate Examination and shall contain space for the Inspector's signature and remarks.

The attached service register shall contain pages, suitably prepared, to register, under proper attestation, his periods of service as a teacher and the remarks made on his work during his probation, by inspecting officers.

Completion of Teachers' Certificates.

149. Inspectors and Assistant Inspectors shall take the earliest opportunity of visiting schools in which probationary teachers are employed and shall, after satisfying themselves of the correctness of the entries in the certificates of periods of service and after testing in such manner as they consider necessary the ability of the teachers, decide whether the certificates shall then be completed by the signature of the Inspector. No certificate shall be completed which does not show at least eighteen months' satisfactory work in a recognized school.

A teacher whose certificate is not completed in this way within the three years' period mentioned in Rule 146 shall cease to enjoy the status of a trained teacher until his certificate is completed.

Inspectors and Inspectresses shall forward in January of each year to the Inspector of European and Training Schools lists of teachers whose certificates they have completed classifying them as of the first or second class. The Inspector of European and Training Schools shall publish a consolidated list of such teachers in the *Fort St. George Gazette.*

150 to 156. Deleted.

Fees.

157. The fees required to be paid by candidates for the Training School Leaving Certificate Examination shall be the following:—

	RS.
Secondary grade	5
Elementary grade	1

A candidate who fails in an examination may be admitted subject to the provisions of the foregoing rules to a subsequent examination on payment of the same fee on each occasion.

Grant of Technical Certificates to Certificated Teachers.

158. Any fully certificated teacher who has passed in the advanced, intermediate or elementary grade in any of the subjects of the Government Technical examinations may be granted by the Inspector of European and Training Schools without further examination a technical teachers' certificate of corresponding grade, in respect of that subject.

Qualifications for Admission to Test for Technical Certificates.

159. No candidate shall be admitted to the test for a technical teachers' certificate of ability to teach a special subject, unless he has passed the advanced, or the intermediate, or the elementary technical examination, as the case may be, in the subject in which he desires to be tested, or an examination accepted by the Director as equivalent. Applications for admission to the test must be submitted to the Inspector of European and Training Schools in the form prescribed (Appendix 26).

Nature of Practical Test for Technical Certificates.

160 Candidates for technical teachers' certificates shall be required to show their ability in teaching a standard suitable to the grade of technical teachers' certificate held.

Classification of Successful Candidates.

161. The examiners shall declare whether the candidate has passed or not and shall place each candidate who has passed in the first or second class.

Fees.

162. The fees required to be paid by candidates for the practical test for a technical teachers' certificate in each subject shall be the following:—

	RS.
Advanced grade	6
Intermediate grade	4
Elementary grade	2

A candidate who fails to pass may be admitted to subsequent tests on payment of the same fee on each occasion.

Nature of Test for Gymnastic Teachers' Certificates.

163. Candidates for gymnastic teachers' certificate shall be required to have a practical acquaintance with drill and gymnastics, and ability to teach these subjects. Application for admission to the test must be submitted to the Inspector of European and Training Schools in the form prescribed (Appendix 27).

Fees.

164. The fee required to be paid by each candidate for gymnastic teachers' certificate is Rs. 2. A candidate who fails to pass may be admitted to subsequent examinations on payment of the same fee on each occasion.

Suspension and Cancelment of Certificates.

165. A teachers' certificate may at any time be suspended or cancelled by the Director, if, on a report by the Inspector or by the manager of the school, the teacher's character, conduct, or attention to duty is shown to be unsatisfactory. This shall not be done until the teacher has been informed in writing of the charges against him and a full enquiry has been held by the Director after consultation with the manager.

APPENDIX I.

[Chapter 11, Rule 9.]

Application for Recognition.

[For use in Elementary schools.]

District

Taluk

Town or Village

Name of School	
Date of Establishment	
Date and Number of previous Proceedings or orders in regard to recognition.	
Society, Association or person owning the School.	
Correspondent	
Standards previously recognized.	
Standards on behalf of which recognition is now sought.	
Description of the building ..	
Names, qualifications and salaries of the teachers.	
Scale of fees actually in force ..	

		Non-backward Classes		Backward Classes.		Total.	
		Boys.	Girls.	Boys.	Girls.	Boys.	Girls.
Number of pupils on the rolls in each standard.	First Standard ..						
	Second ,, ..						
	Third ,, ..						
	Fourth ,, ..						
	Fifth ,, ..						
	Sixth ,, ..						
	Seventh ,, ..						
	Eighth ,, ..						

Remarks as to Furniture and Appliances.	

APPENDIX I—*cont.*

Remarks as to registers.	(1) Admissions and withdrawals. (2) Attendance .. (3) Attendance of masters. (4) Progress and conduct. (5) Inspection book. (6) Visitors' book.	
Vernacular in use		
Whether English is taught, and, if so, special qualifications of the teacher for the purpose.		
Remarks on Curriculum and Time Table.		

DECLARATION.

On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified for an Elementary School, in the Madras Educational Rules, and I promise that it shall continue to fulfil those conditions so long as it remains recognized and that such returns as may be required by the department will be duly furnished.

STATION,

Date *Correspondent.*

APPENDIX 2.

[Chapter II, Rule 16.]

Register of Admissions and Withdrawals.

[For use in Elementary schools.]

Number. (1)	Name. (2)	House or village name. (3)	Name of parent or guardian. (4)	Residence. (5)	Occupation of parent or guardian. (6)	Date of admission. (7)	Date of birth. (8)	Whether protected from smallpox or not. (9)	Religion. (10)	Caste. (11)	Class on admission. (12)	Class on leaving. (13)	Date of leaving. (14)	Number of school-leaving certificate. (15)	Old admission number in case of re-admission. (16)	Remarks. (17)

In the case of Indian Christians of backward origin, the caste or class to which their families originally belonged should be indicated in brackets.

APPENDIX 3.

[Chapter II, Rule 16.]

Register of Attendance and Fees for the month of 19 .

[For use in Elementary schools.]

Name of the school . Standard .

Serial number.	Admission number.	Name.	Date.																															Number of days present.	School fees.	Date of payment.
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
(1)	(2)	(3)	(4)																															(5)	(6)	(7)
																																			RS. A. P.	
		Number present daily. M. ..																																		
		Number present daily. E. ..																																		
		Initials of the teacher .. M. ..																																		
		Initials of the teacher .. E. ..																																		

Directions for keeping Registers.

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a foot-note and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus /; afternoon attendance thus /, full attendance X. There should be no dots. Pupils sick may be marked *s*; absent with leave, *l*; absent without leave, *a*.

The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month—

(1) If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.

(2) If a pupil is admitted on any other date than the first school day of a month, say on the 5th a black ink line should run through the space for the first four days' attendance.

(3) A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.

(4) If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX 4.

[Chapter II, Rule 16, and Chapter III, Rule 60.]

Register of Attendance of Masters for the month of 19 .

Sieral number.	Names.	Date.																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Morning.																															
	Evening.																															
	Morning.																															
	Evening.																															
	Morning.																															
	Evening.																															

NOTE.—In the case of Elementary schools conducted by a single teacher, the maintenance of this register will be dispensed with. Teachers should initial in the proper places : such marks as / and / do not suffice.

APPENDIX 5.

[Chapter II, Rule 16.]

Register of Progress and Conduct.

[For use in Elementary schools.]

Name of the school. Name of the pupil.

Admission number.	Standard.	Year.	Progress.	Conduct.	Remarks.
	First				
	Second				
	Third				
	Fourth				
	Fifth				
	Sixth				
	Seventh				
	Eighth				

DIRECTIONS.

1. A separate page must be devoted to each pupil.
2. Immediately after the annual promotions the entry for the preceding year should be made in respect of each pupil.
3. The maintenance of this register will not be insisted upon in the case of schools which have the fourth as the highest standard.

APPENDIX 6.

[Chapter II, Rule 16.]

Form of visitors' book.

Name of the school

Date of visit.	Name and designation of the visiting officer.	Number on rolls and number present by classes at the time of visit.	Number of teachers employed and number present.	Any general remarks of the visiting officer.

APPENDIX 7.

[Chapter III, Rule 22.]

Application for recognition.

[For use in Secondary schools.]

District. Taluk. Town or Village.

1. Name of School			
2. Date of establishment, number and date of Proceedings of previous recognition of the school, under the Madras Educational Rules, if any			
3. Society, Association or person owning the school ..			
4. Correspondent			
	Nomenclature.	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
5. Forms or classes already recognized	Sixth Form	..	..
	Fifth Form	..	..
	Fourth Form ..	..	..
	Third Form	..	..
	Second Form .	..	..
	First Form	..	..
	Fifth Class	..	..
	Fourth Class ..	..	..
	Third Class	..	..
	Second Class ..	..	..
	First Class	..	..
6. Forms or classes for which recognition is sought ..			

Appendix 7—*cont.*

7. Staff.	Name of Teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Forms or classes and subject taught.	Total Service. In the school.	Total Service. In other recognized schools, the names of such schools being specified.	Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.

8. Accommodation and sanitation.	Total area of (a) School buildings .. .. (b) Offices .. .. (c) Play ground		
	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room		
	Sanitation, latrine and water-supply		
		Ordinary.	Special.
9. Furniture, apparatus and appliances (information separately for each form or class should be given)			
10. If a library is provided, whether a catalogue and a register of books taken out are kept			
11. Fees in each form or class			
12. The registers maintained, and whether in the prescribed forms.			

Declaration.

On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules and to furnish such returns as may be required by the department.

Station,

Date *Correspondent.*

APPENDIX 8.

[Chapter III, Rule 32.]

Rules for Preparation of dimensional sketches of School-buildings.

I. Dimensional sketches of school-buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of the buildings and show the exact positions of doors, windows, stairs, etc. The sketches may be prepared by any competent person and shall be certified by the maker.

II. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.

III. Officers of the Public Works Department who are required to prepare sketches shall be remunerated by the managers of schools concerned according to the following scale:—

	RS.
(1) Officers of the Engineering establishments	20
(2) Officers of the Upper Subordinate establishments ...	10

IV. Managers of schools desiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division.

V. The Executive Engineer will determine whether any, and if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

APPENDIX 9.

[Chapter III, Rule 35.]

Sanitary Certificates for purposes of Recognition.

Under G.O. No. 526, Educational, dated 9th July 1891, the Medical Officers of Government are required to examine all Government and Board (i.e., Local and Municipal) schools as part of their ordinary duty for the issue of sanitary certificates for purposes of recognition, but Managers of other schools are required to pay fees for these certificates according to the following scale:—

	RS.
(1) Commissioned Medical Officer	10
(2) Assistant Surgeon in independent charge of a district or civil station	5
(3) Apothecaries in independent medical charge ...	3
(4) Sub-Assistant Surgeons	2
(5) Sanitary Inspectors	1

2. The certificates will, on application and payment of the above be granted by District Medical Officers for all colleges and secondary schools, and for training colleges and secondary training schools. In the Presidency town the certificates will be granted by the several District Surgeons, or by the Sanitary Commissioner or his Deputy, or by the Health Officer of the Corporation of Madras.

3. During their tours, Sanitary Officers will visit schools and report on their sanitary condition to the Educational authorities concerned, but they will not be allowed to charge fees except for a first inspection with a view to recognition, or where additions or extensions of buildings are required to be certified.

4. The following is the form in which the Sanitary officer's certificate should be submitted:—

I hereby declare that I have inspected the
school building and premises on the
and certify that the accommodation provided for each of the several classes is sufficient for the maximum number of pupils taught therein and is properly ventilated and lighted; that the building is maintained in substantial repair; that it is neat and clean; that the latrine arrangements are adequate and satisfactory; that the supply of drinking-water is wholesome; and that in all other necessary respects the sanitation is good.

STATION,

Date

Signature.

APPENDIX 10.

[Chapter III, Rule 43.]

Application for Admission into the School.

Name of pupil.
Date of birth.
Residence.
Name of parent or guardian.
Occupation of parent or guardian.
Residence of parent or guardian.
School, if any, last attended by pupil.
Number, date and class of Elementary School Leaving Certificate (in the case of pupils from an Elementary School).

Date *Signature of parent or guardian.*

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. In the case of pupils presenting an Elementary school-leaving certificate, the entry in regard to date of birth should be verified with particular care.

APPENDIX 11.

[Chapter III, Rule 44.]

Form of Transfer certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Class or form in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that class or form.
6. Whether qualified for promotion to a higher class or form under the Madras Educational Rules and the Secondary School Leaving Certificates Rules.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of the transfer certificate.
11. Signature of Headmaster.

APPENDIX 12.

[Chapter III, Rule 60.]

Register of admission and withdrawals.

[For use in Secondary Schools.]

Name of School.

No. (1)	Name. (2)	House or Village name. (3)	Name of parent or guardian. (4)	Residence. (5)	Occupation of parent or guardian. (6)	School and class from which pupil has come. (7)	Whether an Elementary School-Leaving Certificate issued by the department was produced on admission. (8)	Whether a transfer certificate from a Secondary School was produced on admission. (9)	Date of admission. (10)	Date of birth. (11)	Whether protected from smallpox or not. (12)	Religion. (13)	Caste. (14)	Class on admission. (15)	Class on leaving. (16)	Date of leaving. (17)	Reason for leaving. (18)	School to which the pupil has gone. (19)	Remarks. (20)

Note.—Special attention is drawn to the necessity for accuracy in regard to the entry of the date of birth. In the case of Indian Christians of backward origin the caste or class to which their families originally belonged should be indicated in brackets.

APPENDIX 13.

[Chapter III, Rule 60.]

Register of Attendance for Month of 19 .

[For use in Secondary Schools.]

Name of the School. Class.

Admission No.	Class No.	Name.	Date.																															Number of days present.
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
(1)	(2)	(3)	(4)																															(5)
		Number present daily..																																

Number on roll at beginning of month ; Admitted during month, ; Left Number on roll at end of month, ; Number of School days, ; Average attendance during month, ; Average No. on roll during month.

Directions for keeping Registers.

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a foot-note and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus / ; afternoon attendance, \ ; full attendance, ×. There should be no dots. Pupils sick may be marked *s* ; absent with leave, *l* ; absent without leave, *a*.

The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.
3. A pupil re-admitted whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX 14.

[Chapter III, Rule 60.]

Term Fee Register.

School Fee Register of the *for the term ending*

Serial number, class and name.	Whether paying fees at full or reduced rates (to be specified).	Amount due for the term ( )	Amount paid for the term ending											Total.	Remarks.
			First instalment.		Second instalment.		Third instalment.		Fourth instalment.		Entrance fees.	Special fees	Fines.		
			Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.					
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)	(10)	(11)	(12)
		RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	

Note.– When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remarks column.

APPENDIX 15.

[Chapter III, Rule 60.]

Acquittance Roll of the Establishment of the *School / College*
for the month of 19 .

Name. (1)	Designation. (2)	Salary due. (3)	Date of receipt. (4)	Signature. (5)
		RS. A. P.		

19 .} *Headmaster / Principal.*

APPENDIX 16.

[Chapter III, Rule 60.]

Register of Scholarships held in the *during the year.*

No. (1)	Name of scholar. (2)	Standard of scholarship. (3)	College or school in which gained and when. (4)	Monthly or term value of scholarship. (5)	How long tenable. (6)	Purpose of scholarship. (7)	Receipt. Student's signature. (8)	Receipt. Date. (8)
				RS. A. P.				

Note.—One page should be devoted to each student.

APPENDIX 17.

[Chapter III, Rule 60.]

Form of cash book.

Name of school ____________________

Receipts during the month of ____________________

Corresponding head in the financial statement.	Amount up to the end of the previous month.	Amount for the current month.	Progressive total.	Remarks.
	RS. A. P.	RS. A. P.	RS. A. P.	
1. Opening balance—				
2. Actual receipts by fees. (a) Ordinary ..				
(b) Special ..				
3. Income from endowments				
4. Subscriptions and donations ..				
5. Miscellaneous receipts				
6. Grants-in-aid received. (a) Teaching ..				
(b) Building ..				
(c) Furniture and apparatus ..				
(d) Endowments ..				
Grand total ..				

Signature of the correspondent with date.

Signature of the headmaster with date.

Name of School ____________________

Expenditure during the month of ____________________

Corresponding head in the financial statement.	Amount up to the end of the previous month	Amount for the current month.	Progressive total.	Remarks.
	RS. A. P.	RS. A. P.	RS. A. P.	
Expenditure on—				
1. Teaching staff				
2. Servants including writer				
3. Rents				
4. Taxes				
5. Ordinary repairs and upkeep ..				
6. Contingencies				
7. Scholarships				
8. Prizes				
9. New buildings				
10 Furniture				
11. Science apparatus and materials ..				
12. Other appliances for teaching ..				
13. Library				
14. Gymnasium and games				
15. Outlay not falling under the above heads.				
16. Closing balance				
Grand total ..				

Signature of the correspondent with date.

Signature of the headmaster with date.

APPENDIX 18.

[Chapter III, Rule 60.]

Register of furniture, books and appliances purchased with the aid of grants from public funds.

Number. (1)	Name of article. (2)	Number of such articles. (3)	Date of supply. (4)	Actual cost. (5)	Number and date of the Director's Proceedings sanctioning the grant for the articles mentioned in column 2. (6)	Amount of grant sanctioned. (7)	Remarks. (8)
				RS. A. P.			

APPENDIX 19.

[Chapter V, Rule 73.]

Application for Recognition.

[Schools for Special Education.]

1. Name of School			
2. Date of establishment			
3. Society, association or person owning the school			
4. Correspondent			
	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
5. Departments or classes ..			

APPENDIX 19—*cont.*

	Name of teachers.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Departments, forms or classes and subjects taught.	Total service.		Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
						In the school.	In other recognized schools, the names of such schools being specified.					
6. Staff.												

7. Accommodation and sanitation.	Total area of (a) School building .. .. (b) Offices .. .. (c) Play ground	
	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils, likely to be taught in each room	
	Sanitation, latrine and water-supply	

APPENDIX 19—*cont.*

	Ordinary.	Special.
8. Furniture, apparatus and appliances (separate information for each department, form or class should be given)		
9. If a library is provided, whether a catalogue and a register of books taken out are kept		
10. Fees in each department or class		
11. The registers maintained, and whether in the prescribed forms		
12. Rate of stipend allowed in each department *		
13. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training School *		
14. Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds) *		
15. Whether the rules relating to leave and dismissal and examinations are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds)		

* These columns to be filled up only in the case of Training Schools.

DECLARATION.

On behalf of the management of the school I hereby declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools, affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules, and to furnish such returns as may be required by the department.

Correspondent.

STATION,

Date

APPENDIX 19-A.

(Chapter VI, Rules 83 and 84, and Chapter VIII, Rule 102.)

LIST OF BACKWARD CLASSES OR CASTES.

The following may be regarded as backward classes or castes :—

Agamudaiyan.
Agasa.
Ambalakaran.
Ambattan.
Are Mahrati.
Atagara (Hatagara).
Atchukatlavandlu.
Badaga.
Balolika.
Bandi.
Bavuri
Bestha.
Bhandari.
Billava.
Bondili.
Boya.
Chaptegara.
Chenchu.
Cheruma.
Chuckler (Chekkili).
Dandasi.
Dasari.
Devadiga.
Devalkar.
Devanga.
Dommara.
Dudekula.
Enadi.
Galada Konkani.
Gamalla.
Ganika.
Gatti.
Gauda (Tulu or Kanarese).
Gavara.
Golla.
Gudigara.
Holeya.
Idaiyan.
Idiga.
Irula.
Iluvan.
Jandra.
Jangam.
Jogi.
Kabbera.
Kadaiyan.
Kada (Kadan).
Kaikolan.
Kalal (Kalali).
Kallan.
Kamma.
Kammavar.
Kannadiyan.
Kelasi.
Kharvi.
Khatri
Khodala.
Khond.
Koravan.
Kota.
Kottiya.
Koya.
Kudubi.
Kumbara.
Kurichan.
Kuruba.
Kuruman.
Kusavan.
Labbai.
Lambadi.
Madiga.
Madivala.
Mala.
Male.
Malayali.
Malsa.
Mangala.
Mappilla.
Maravan.
Moger.
Moili.
Mondi Banda.
Mucchis (including Chitaris).
Muduva.
Mukkuvan.
Mutracha.
Muttiriyan.
Nakkala.
Nayadi.
Oddan.
Odde.
Odiya.
Oriya.
Padayachi.
Pallan.
Palli.
Pangadikara.
Paniyan.
Panu.
Paraiyan
Paravan.
Pattanavan.
Pattunulkaran.
Perike.
Picchigunta.
Polaiyan.
Pusala (Pusalavadu).
Rajpuri
Saliyan.
Samagara.
Savara.
Sourashtra.
Sedan.
Sembadavan.
Sugali (Sukali).
Telaga.
Thoriyan.
Tigala (Tigla).
Toda.
Togata.
Tondaman.
Toti (Totiyan).
Tsakala.
Uppara.
Vaduvan (Vadugan).
Valaiyan.
Valluvan.
Vannan.
Velama.
Vettuvan.
Yerukala.

It shall be competent to the Director to add to the above list any other similar classes or castes or persons following similar occupations.

APPENDIX 20.

[Chapter IX, Rule 105.]

[G.O. No. 1019, Home (Education), dated 27th September 1916;
G.O. No. 84, Home (Education), dated 19th January 1917.]

Scheme of a special examination under the Secondary School-Leaving Certificate Board for the benefit of the teachers who have failed in he Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training.

The examination will be held at the same time as, and the question papers will be the same as those of, the public examination held under the Secondary School-Leaving Certificate scheme.

2. The subjects of the examination will be as follow :—

All the subjects of group A and at least two subjects from group C—

Group A.

Elementary mathematics.
English.
Vernacular composition and translation.

Group C.

Languages.

(*a*) Classical—
Sanskrit.
Arabic.

(*b*) Indian vernaculars—
Urdu (Hindustani).
Kanarese.
Tamil.
Telugu.
Malayalam.
Oriya.

History of England.
History of India.
Geography.
Algebra and Geometry.
Practical mathematics.
Botany.
Physics.
Chemistry.

3. A certificate showing the marks obtained by the candidate in the subjects he was examined in will be issued to him.

4. Applications for admission to the examination will be received only from bona fide teachers who have failed in the Matriculation or the Upper Secondary examination and should be submitted through the Circle Inspector or the Inspectress concerned to the Secretary to the Commissioner for Government Examinations, Madras, on or before the 20th January. The fee for admission is Rs. 12. The amount should be paid into a Government treasury and the treasury receipt attched to the application. Forms of application may be obtained from the Secretary to the Commissioner for Government Examinations, Madras.

5.9.81

APPENDIX 21.

[Chapter IX, Rule 114.]

Form of Application for Admission to Training Institutions

1. Name of candidate.
2. Nationality and caste.
3. Date of birth.
4. Native town or taluk.
5. Examination passed with place, class and year or the class or form up to which he has studied in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Statement by the Manager of a recognized school or an inspecting officer as to the employment of the applicant after training.
12. Remarks.

Countersignature and designation of officer
making statement as to employment.

Signature of applicant.

APPENDIX 22.

[Chapter IX, Rule 115.]

Application for sanction of stipend.

Name of candidate.	Religion.	Caste.	Examination passed with class and year or the class or form up to which they have studied in the case of those who have passed no examination.	Amount of monthly stipend sought.	Remarks
				RS. A. P.	

In the case of Indian Christians of backward origin, the caste or class to which their families originally belonged should be indicated in brackets.

APPENDIX 23.

[Chapter IX, Rule 127.]

Agreement to be entered into by Students in Training Institutions.

A

KNOW all men by these presents that I of am bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment I bind myself my executors and administrators by these presents sealed with my seal dated this day of 191 .

WHEREAS the above-bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government and WHEREAS it has been agreed that the above-bounden shall enter into a bond in the above-mentioned sum of Rs. with such condition as is hereunder written. Now the condition of the above-written bond is such that the bond shall be void if the said shall go through at the said the full course of training prescribed by Government for school and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained, and if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall also, after becoming qualified as aforesaid, accept an appointment offered to him as a teacher in a recognized institution or keep, and teach in, an elementary school within the jurisdiction of the Madras Educational Department, unless his inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of years as such teacher of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if he is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

Signed sealed and delivered by the above-named
in the presence of

B

KNOW all men by these presents that we of and of are bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and

administrators by these presents sealed with our seals dated this day of 191 . WHEREAS the above-bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government and whereas it has been agreed that the above-bounden and shall enter into a bond in the above-mentioned sum of Rs. with such condition as is hereunder written. Now the condition of the above-written bond is such that the bond shall be void if the said shall go through at the said the full course of training prescribed by Government for school and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained, and, if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall also, after becoming qualified as aforesaid, accept an appointment offered to him as a teacher in a recognized institution or keep, and teach in, an elementary school within the jurisdiction of the Madras Educational Department unless his inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of years as such teacher of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if he is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

Signed sealed and delivered by the above-named
in the presence of

Signed sealed and delivered by the above-named
in the presence of

Note.—(1) Form A is applicable to the case of a student who is a major and can execute the agreement himself or herself.

(2) Form B is applicable to the case of a student who is a minor, and is therefore required to execute the agreement jointly with his or her parent or guardian.

APPENDIX 24.

[Chapter IX, Rule 128.]

History of former Students.

1. Number.
2. Name of student.
3. Nationality and caste.
4. Year of training.
5. Date of birth.
6. General education qualification.
7. Training School-leaving Certificate Examination—
   - (i) Date of appearing.
   - (ii) Date of passing with class.
   - (iii) Date of completion of the Training School-leaving Certificate.
8. School to which he reverts after training.
9. Subsequent appointments.

—	Date.	Appointment.	Salary.	Initials of the Headmasters.
First half-year				
Second do.				
Third do.				
Fourth do.				
Fifth do.				
Sixth do.				

APPENDIX 25.

[Chapter IX, Rule 128.]

Register of Leave granted to Students under training.

1. Number.
2. Name of student.
3. Grade for which he is being trained.
4. Date of admission.
5. Leave granted.

—	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	April.	May.
1. Late attendance												
2. Casual leave												
3. Sick leave												
4. Leave on loss of stipend ..												

APPENDIX 26.

[Chapter IX, Rule 159.]

Application for Admission to Technical Teachers' Certificate Examination.

Name of candidate (to be written in full in English and a Vernacular language). (1)	Sex. (2)	Race. (3)	Date of birth. (4)	Whether the candidate is a pupil or a teacher. (5)	If pupil, the name of the institution to which the applicant is attached. (6)	If teacher, the recognized school or schools in which employed (7)	Subjects passed in the Government Technical Examination with grade, date, register number and class. (8)	Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate. (9)	Language in which the candidate desires to be examined.* (10)	Station at which the candidate desires to be examined. (11)	Countersignature of the head of the institution in which the applicant is a pupil or a teacher.* (12)	Remarks. (13)
						(1) (2) (3)	(1) (2) (3)	(1) (2) (3)				

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION,

Date

Signature

...ress

TAMIL NADU ARCHIVES ... EGMORE, MADRAS
No. 25781

26/5/89
5-3-96
20/12/94
80/90/RI178
16/9/61
18/12
22/25